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CHAPTER VI
AIRCRAFT MAINTENANCE

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601. General Maintenance Policy. Each flying club shall maintain a sound aircraft maintenance program. This program shall provide for scheduled inspections, routine maintenance, corrosion control and overhaul of the airframe, engines, propeller and other components as required by the FAA. All aircraft shall be maintained as required in the manufacturer's maintenance manuals and FAA directives for that type and model of aircraft. Although overhaul of engines and other components at the manufacturer's recommended Time Between Overhaul (TBO) is desirable, more stringent intervals may be established. Club personnel should set up realistic TBOs based on knowledge of engines, other components, and the conditions under which they have been operated.

602. Maintenance Program. A maintenance program is based on aircraft and engine inspections conducted at specific intervals with expeditious corrective action on any discrepancies found during these inspections. The maintenance program must also provide for expeditious correction of discrepancies noted between these inspection intervals and:

a. Comply with FAA inspection periods. The following are minimum inspection requirements:

- (1) Pilot's preflight and postflight.
- (2) Oil change and inspections as recommended by the aircraft and engine manufacturer.
- (3) Inspections at 100-hour intervals or progressive inspection programs approved by the aircraft manufacturer and the FAA.
- (4) Annual airworthiness certification inspection.

b. All flying club aircraft maintenance shall be performed by, or be under the supervision of, a certified Airframe and Power Plant (A&P) mechanic. The use of the inspection checklist provided in the manufacturer's maintenance manual for the type, model, and series aircraft being inspected is recommended. A locally developed inspection checklist may be used, provided it meets the minimum manufacturer's requirements and FAR, part 43.

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All completed maintenance checklists shall be filed as required by FAR, part 91.

c. Comply with FAA airworthiness directives (ADs).

d. Maintenance records for all club aircraft shall be kept per the FARs as outlined by FAA Advisory Circular (AC) 43-9A.

e. A maintenance discrepancy log shall be established for each aircraft to record maintenance discrepancies and corrective actions. Records are required for the last 200 hours of operation on each aircraft. When these records exceed the 200-hour retention requirement, they may be disposed of in 100-hour increments.

f. Undue stresses (such as hard landings, severe turbulence, etc.) shall be recorded in the airframe logbook and the aircraft shall be properly inspected and declared airworthy before being released for further flight.

603. Maintenance Officer. The club maintenance officer:

a. Shall be a member of the BOD and shall exercise general supervision over the club's aircraft maintenance program to ensure that all aircraft are in an airworthy condition.

b. Should have a background in aircraft maintenance gained from military or civil aviation. An airframe and powerplant (A&P) mechanic's certificate is desirable.

c. Is responsible for the overall management of the maintenance program and is the authority for all club maintenance policy. This authority includes grounding of club aircraft which are not airworthy, including transient Navy Flying Club aircraft. The maintenance officer shall comply with all FAA directives, including ADs that apply to the type and model of aircraft possessed. He or she shall also:

(1) Coordinate club maintenance requirements with the host activity. Such support includes facilities, supplies, equipment, and the joint use of maintenance spaces.

(2) Develop a maintenance program to quickly correct discrepancies.

(3) Establish a program of positive tool control.

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(4) Frequently inspect club maintenance facilities. The control and maintenance of the aircraft spare parts inventory and tool control are special notice items.

(5) Assume responsibility for the security of aircraft while undergoing maintenance, provide a positive means of securing unattended aircraft and establish procedures to prevent aircraft from being flown with uncorrected safety-of-flight discrepancies.

(6) Ensure all maintenance requiring certification is completed. Special care must be given to aircraft record documentation.

(7) Coordinate all maintenance matters with the club manager.

(8) Establish a fuels quality assurance program. Fuels supplied to clubs by commercial vendors must meet the standards established by the American National Standards Institute. Fuel storage facilities must meet the standards prescribed by the National Fire Protection Association. The fuels quality assurance program shall include, as a minimum, procedures for:

(a) Periodic checking of fuel storage tanks and pumping equipment sumps for water or other contaminants.

(b) Checking, cleaning and replacing of filters in pumping equipment at specific time intervals.

(9) Formulate a set of maintenance requirement cards detailing a corrosion control work package for each type aircraft in the club inventory to use as a tool while satisfying FAA AC 43-4.

(10) Establish and maintain a technical library. Ensure the club is on automatic distribution for changes/revisions for all required publications/directives. If maintenance is done by club mechanics, the technical library shall include, as a minimum, the following publications:

(a) Aircraft, engine, and propeller service manuals, catalogs, service letters, and bulletins.

(b) FAR, part 39, Airworthiness Directives and Volume 1, Summary of Airworthiness Directives for Small Aircraft.

(c) FAR, part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alternation.

(d) FAR, part 45, Identification and Registration Markings.

(e) FAR, part 47, Aircraft Registration.

(f) FAR, part 65, Certification--Airmen Other Than Flight Crewmembers.

(g) FAR, part 91, General Operating and Flight Rules.

(h) FAA AC 43-16, General Aviation Airworthiness Alerts.

(i) FAA AC 41-13.1A, Acceptable Methods, Techniques, and Practices - Aircraft Inspection and Repair.

(j) FAA AC 41.13.2A, Acceptable Methods, Techniques, and Practices - Aircraft Alterations.

(k) FAA AC 43-4, Corrosion Control for Aircraft.

(l) FAA AC 43-9A, Maintenance Records, General Aviation Aircraft.

(11) Ensure that an up-to-date aircraft equipment list and weight and balance data are carried aboard the aircraft at all times.

(12) Ensure that maintenance planning and scheduling are adequate to provide the maximum number of aircraft possible during periods of peak flying activities such as weekends and holidays.

(13) Develop and keep current an aircraft status board which indicates as a minimum:

(a) Time until 100-hour inspections.

(b) Dates annual inspection, transponder, pitot static and ELT battery checks due.

(c) Time until major overhaul (if applicable).

(d) Hours until ADs are due (including recurring).

(e) Current aircraft status (flyable or grounded).

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(14) Designate and maintain a list of three or more persons authorized to certify aircraft as ready-for-flight.

(15) Coordinate and conduct a Foreign Object Damage (FOD) walkdown of the hangar spaces and ramp areas, which are used by the flying club, at least once a week.

604. Command Maintenance Advisor. The commanding officer shall appoint a maintenance advisor from the command to act as an advisor to the club. The appointee shall monitor the maintenance program of the club and:

a. Ensure the club maintenance officer:

(1) Has an effective corrosion control program.

(2) Designs and implements an adequate fuel surveillance program.

(3) Has an effective tool control program.

(4) Has required technical publications.

b. The command maintenance advisor shall participate in quarterly/annual inspections according to chapter 2, paragraph 605 below and appendix B.

605. Flying Club Maintenance Activity Inspections

a. Activity inspections shall be conducted quarterly by the sponsoring activity quality assurance division. This inspection shall be conducted at the same time as the operations and safety inspections (Appendix B). The inspection shall include, but not be limited to:

(1) Aircraft currency inspection.

(2) General condition of aircraft and associated equipment.

(3) Compliance with aircraft modification requirements.

(4) Compliance with airworthiness directives (ADs).

(5) Adequacy and currency of maintenance manuals and associated publications.

(6) Adequacy and condition of facilities.

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- (7) General safety practices.
- (8) Tool control procedures.
- (9) Security of aircraft while undergoing maintenance.
- (10) Maintenance documentation.
- (11) Management of the aircraft spare parts and bench stock inventories.

b. Quality assurance inspectors are usually not A&P mechanics and must not perform the duties of FAA inspectors. Activity inspections are oriented toward compliance with directives that pertain to the maintenance of the type and model of aircraft possessed. The appropriate sections of the checklist in appendix B shall be used. All discrepancies noted shall cite the reference which pertains to the discrepancy.

606. Maintenance Check Flights. Safety of flight repairs involving removal/replacement of flight control surfaces, major mechanical repairs, such as carburetor, magneto, or engine replacement, etc., or any other function deemed necessary by the manager, shall require a maintenance check flight be conducted by the maintenance officer or chief flight instructor. In the event that neither are checked out in the particular type aircraft, an effort should be made to designate and use the most qualified person available to perform the check flight.